



JOB DESCRIPTION

Title: **HUMAN RESOURCE DIRECTOR**

Department: Human Resources

Class Code: 1600

FLSA Status: Exempt

Effective Date: July 1, 1982 (Rev. 05/2005)

Grade Number: 30

GENERAL PURPOSE

Under broad supervision from the Mayor, performs professional, administrative and supervisory work related to organizing, directing, coordinating, performing and monitoring citywide human resource programs and activities. Assures compliance with established policies and procedures.

EXAMPLE OF DUTIES

- *-- Makes recommendations to and advises the Mayor on human resource matters, organization and administration; supervises, plans and directs the work of Human Resource staff.
- *-- Administers the provisions of the Murray City government system of human resource administration and the rules and regulations promulgated there under; directs Murray City performance appraisal, salary administration and benefits programs.
- *-- Ensures that confidential centralized human resource records systems are accurately maintained and secured.
- *-- Oversees the development and administration of effective recruitment, testing and selection programs for all career and civil service positions.
- *-- Directs the development, administration and evaluation of wage and benefit surveys to include recommendations regarding the City's salary and benefit structure; monitors and reports consumer price index impact in cost-of-living adjustments.
- *-- Prepares annual division budget; researches necessary division needs; negotiates annual budget request; analyzes and controls current expenditures.

- *-- Oversees the development of new employee orientation programs and procedures; confers with and advises department and division heads on complex human resource related matters.
- *-- Formulates and recommends policies and procedures to govern all phases of human resource administration and employee relations; may develop, coordinate and conduct various training programs for supervisors and city employees; oversees administration of Workers Compensation and safety programs.
- *-- Prepares recommendations and/or guidelines to the Personnel Advisory Board, Civil Service Commission, Disability Resource Advisory Board, and Employees Association on actions relating to policy and individual personnel problems.
- *-- Directs the recruitment and employment screening procedures, to include development of job registers; maintains current records and procedures on ADA, EEO and affirmative action programs; designated city wide ADA Coordinator; administers affirmative action program; may perform attitude surveys, job restructuring studies; advises employees regarding the city's disciplinary process and assists in resolving work related and personal problems
- *-- Maintains active memberships in national and local Human Resource professional associations to keep current on trends and legal requirements.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college or university with a bachelor's degree in Human Resource Management, psychology, public or business administration or any related field and five (5) years of full-time professional human resources work, with one (1) year experience in a supervisory capacity or any equivalent combination of education and experience.

Special Requirements

- SPHR Certification desired but not required.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the practices and principles of local government human resource administration and management/supervisory techniques; laws affecting personnel administration. Thorough knowledge of city organization and functions; wage and salary administration; public relations; current ADA, EEO and affirmative action rules and regulations; position classification; job analysis; and merit systems.

- Knowledge of federal guidelines related to testing and administering examinations.
- Ability to apply effectively general principles to specific conditions, follow written procedures and instructions.
- Ability to formulate and administer policies and procedures to govern all phases of human resource administration; to communicate effectively verbally and in writing; to establish effective working relationships with employees, other agencies and the public; to work effectively under pressure.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and database software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.